

LOADING CARGO FUEL & CARGO LUBE OIL CHECKLIST (T-AO)

Date: _____

Port: _____

Station(s): _____

PRE TRANSFER PREPARATIONS:

- ☐ Transfer plan has been approved by Master and promulgated to all persons involved in operation.
- ☐ Tank has been designated for overflow
- ☐ Confirm transfer plan meets stability requirements
- ☐ Ensure oil boom is rigged around ship.
- ☐ Verify all scuppers are plugged.
- ☐ Hoist Bravo flag or illuminate red mast light at night.
- ☐ If necessary, notify port control of intent to transfer cargo.
- ☐ Sample valves are shut and all cargo piping not in use is blanked off or connected to a hose with a probe or D2. This includes DFM and JP5 piping and tank deck low-point drains (PORT & STBD). (33 CFR §156.120C)
- ☐ Station containment tub valves in use are verified **OPEN to OWHT** and **CLOSED to Tank Deck**. Position of all other containment tub valves are verified. Wnsure E/R fill crossover valve is **CLOSED**.
- ☐ Ensure spill response kits are at each transfer station.
- ☐ Connect bonding cable, cargo hoses, and log times.
- ☐ Obtain pre transfer drafts and log.
- ☐ Ensure audible and visual alarm switches inside the Cargo Console are turned on and the alarms tested at the console.
- ☐ Ensure overfill alarms have been tested.

PRE TRANSFER CONFERENCE:

- ☐ Conduct pre transfer conference with shore PIC and sign Declaration of Inspection (DOI.)
 - ☐ Cargo Mate conducts a pre transfer conference with Cargo Yeoman and Cargo Engineer including both liquid cargo and ballast plans. (33 CFR §156.120W)
 - ☐ Cargo Engineer reports transfer system alignment with exception of station valves. (33 CFR §156.120A) Confirm tank order and overflow tank.
 - ☐ Assign tank sounders to tanks and ensure they know final tank soundings.
 - ☐ Assign stations to topside rovers.
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TRANSFER:

- ☐ Confirm tank sounders on station.
 - ☐ Confirm topside rovers on station.
 - ☐ Communications check with shore.
 - ☐ Inspect hose connections and bonding cable.
 - ☐ Receive Master's permission to commence transfer and log.
 - ☐ Commence 1 MC announcements for cargo operations and smoking lamp.
 - ☐ Commence transfer and log.
 - ☐ Confirm flow and ensure system integrity.
 - ☐ Obtain cargo samples.
 - ☐ Take drafts as required.
 - ☐ Tend mooring lines as required.
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POST TRANSFER:

- ☐ Notify Master of cease transfer and log.
- ☐ Disconnect cargo hoses, bonding cable, and log.
- ☐ Take final soundings.
- ☐ Take final drafts and log.

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